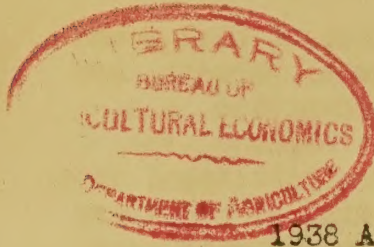


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AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.



1938 AGRICULTURAL CONSERVATION PROGRAM -- WESTERN REGION

COUNTY AND COMMUNITY COMMITTEE PROCEDURE

The following instructions to county and community committees are issued pursuant to the provisions of the 1938 Agricultural Conservation Program.

County committees are administrative bodies charged with the responsibilities of directing the Agricultural Conservation Program within the counties and with general supervision of procedure in the county offices. The actual performance of the procedural operations within county offices should be made the responsibility of the clerical units in order that county committees may devote their time to the administration and direction of the program. Efficient administration of the 1938 Agricultural Conservation Program requires that county committees thoroughly familiarize themselves with all of the provisions of the program, and that they make careful studies of their soils and farm management problems, with particular reference to the relationship of these problems in their counties to the problems in the adjacent counties, as between or among the various communities within the particular county, and as between or among individual farms or ranches.

The functions of community committees are of great importance in the effectuation of the purposes of the program. In general, the community committee's duties are two-fold: First, the community committeemen are to act as advisers to the county committees in matters pertaining to individual farms. In this capacity they will assist in establishing farm acreage allotments, goals and farm rates, and in maintaining fair and equitable relationships as among individual farms and as among communities. Second, they are to work with individual producers, explaining to them the provisions and purposes of the program, and assisting them in establishing soil-building practices which will most nearly meet the conservation needs of the farms within the provisions of the program.

In order to be able to participate in the program to best advantage each farm operator and landlord must be informed, at the earliest possible date, as to the soil-depleting acreage allotments, rates of payment, and soil-building goals established for his farm, so that he may plan his farming operations for the 1938 crop year accordingly. The making of these determinations is the responsibility of county committees, and the committees should, therefore, complete as soon as possible the task of assembling all data available in the county offices, and obtaining for each farm, either directly from the operators or through community committees, such other information as may be necessary. For the most part, the individual farm

records already on file in county offices will provide sufficient background for the establishment of acreage allotments, goals and rates of payment, and the clerical units should be instructed to assemble this information in a form that will make it readily available. In some counties, however, the application of the provisions of the program may require that additional data be obtained for certain groups of farms. In such cases it will be necessary to provide for contacts with individual farmers through their community committeemen to obtain the necessary data and also to provide for recording the data thus obtained in the county office files.

There also will be individual problems which must be considered and satisfactorily worked out before the acreage goals, allotments, and rates of payment are finally established. The advice and assistance of the State committees and employees in the State office should be relied upon in making final decisions relative to the methods to be followed. The most important of these problems are outlined below, and are taken up in more detail in subsequent parts of this bulletin.

1. Problem of obtaining and handling new work sheets.
2. Method of using County Planning Committee recommendations and farm-management data in establishing acreage allotments and goals.
3. Designation of "restoration land" in applicable counties.
4. Determining methods of getting data on the acreages of individual crops -- for example, commercial vegetables, commercial orchards, potatoes, wheat, and corn -- where such data are necessary but are not available from present office records.
5. Determining methods of arriving at non-crop pasture acreages for 1938, both through revision of 1937 acreages already of record and through determination of acreages for farms for which acreages were not established in 1937.
6. Principles involved in reclassification of land that was classified as cropland in 1937, but which will not qualify as cropland under the definition for 1938.
7. Methods of determining individual farm rates of payment for the general soil-depleting allotments, and for individual crop allotments, to the end that each farm will be accorded equitable treatment regardless of participation in the program.

The mechanical procedure of assembling and tabulating data in the county offices determines to a large extent, the local administrative cost and efficiency with which the county committees are able to work, and it is important, therefore, that the personnel of the clerical units be selected carefully. Also, it is desirable that such clerical duties be performed as nearly as possible according to the indicated procedure. With this end in view, the WRC-38 series of bulletins have been prepared which set forth, in general, the order in which the various mechanical operations should be performed so as to follow closely the order in which the county committees perform their various operations.

In connection with the administration of the 1938 Agricultural Conservation Program and carrying out the instructions outlined in the following parts of this bulletin, county committees should keep in mind constantly the factor of administrative cost because it is essential that costs be kept down to the lowest possible minimum consistent with effective administration.

County and community committees should be familiar with the WRC-38, "County Agricultural Conservation Office Procedure" bulletins, in order to plan their various operations in advance. Variation from the outlined procedure should be made only with the advice and approval of the State office.

PART I. -- CLASSIFICATION OF FARMS, CORRECTION OF WORK-SHEET DATA,
ADJUSTMENTS OF WORK-SHEET DATA, AND DETERMINATION
OF ACREAGES REQUIRED FOR THE 1938 PROGRAM

Section 1. -- Obtaining Work-Sheet Farm Records. In counties where work sheets were not obtained for all farms in connection with the 1936 and 1937 Agricultural Conservation Programs, a continuous effort should be made in 1938 by the county and community committees, through their contacts with individual farmers, to obtain a complete work-sheet record of all farms within the county. This should be done in a manner which will involve the incurring of the smallest possible additional expense. When this is accomplished, a complete county record of farm land, cropland, and individual crop acreages will be available, which will be valuable in making future analyses of county data. In the past a great many of the difficulties experienced in establishing base acreages, yields, productivity indexes, etc., have arisen because of the incompleteness of county work-sheet records. It is, therefore, distinctly to the advantage of every county that a work sheet be filed for every farm, regardless of whether or not it is expected to be a participating farm under any program.

A special effort should be made at once to obtain work-sheet records for all farms which are likely to be participating farms in 1938, in order that acreage allotments may be established for such farms prior to the time of seeding spring crops. The State committees will recommend for the approval of the Director of the Western Division time limits after the expiration of which no new work sheets will be accepted for purposes of payment with respect to farms owned or operated by such person. These closing dates may vary among counties to the extent that the time of planting spring crops varies and should be sufficiently early to permit the establishment of acreage allotments before spring seeding. County committees may make recommendations to the State committees relative to the establishment of closing dates.

All new work sheets will be filled out in accordance with the instructions outlined for the 1937 program in Part III of WRB-102, and the data will be tabulated on 1937 county listing sheets, WR-103. County committees will establish soil-depleting base acreages for the new farms according to the same procedure followed in 1937.

The new work sheets, covering farms for which 1938 acreage allotments are to be established, should be tabulated and summarized immediately after the time prescribed for accepting such work sheets has expired, and the tabulation and summary should be transmitted promptly to the State office for analysis.

The State committee will then establish total soil-depleting allotments, and individual crop allotments, for these new work-sheet farms. County committees will establish the individual farm allotments according to the same procedure followed for other farms.

The data for farms represented by such new work sheets as may be received after the expiration of the time limit will be recorded in the usual manner. After a complete record of all crop land within each county has been obtained, final and complete summaries will be made and be transmitted to the State committee.

Sec. 2. -- Corrections in Work-sheet Data. Step III, Part I, of WRC-38-1 provides that the clerks shall carry forward to the work sheets any corrections in farm land or crop land acreages which may be necessary for any reason. The county committee should advise the clerks of any particular corrections which should be made at this time.

Sec. 3. -- Adjustments in Cropland Acreage. In some areas the exercise of considerable judgment will be necessary in the interpretation of what constitutes cropland in 1938. This applies especially with respect to whether or not any land constitutes a serious water-erosion or wind-erosion hazard. At least one member of each community committee should go over all of the work sheets in his district and make such adjustments in the original cropland acreages as are necessary to conform to the 1938 definition of cropland. Step V, Part I, of WRC-38-1 provides for entering adjusted cropland figures in column 6 of the listing sheet WR-203.

Sec. 4. -- Determination of Usual Acreages of All Soil-Depleting Crops. Step V, Part I, of WRC-38-1 provides for entering in column 10 of the county listing sheet (WR-203) the usual acreage of all soil-depleting crops grown on each farm. County committees will, with the assistance of community committees, determine for each farm a usual acreage of all soil-depleting crops and will instruct the clerks in tabulating such acreages on the listing sheet.

Also the clerks will have tabulated, in column 9 of the listing sheet, the total soil-depleting base acreages established in 1937 for all work-sheet farms. These base acreages, if equitably established in 1937, should reflect very closely the usual acreages of all soil-depleting crops grown on work-sheet farms, and where it is determined by county committees that such base acreages do represent as nearly as possible the usual acreages grown the clerks may be instructed to carry forward to column 10 the figures entered in column 9. Since the establishment of bases, however, county and community committees have had opportunity to familiarize themselves more closely with individual farm problems through their contacts with farmers in connection with the administration of the 1936 and 1937 programs. Furthermore, considerable additional acreage data have been made available through supervisors' acreage measurements and Reports of Performance. It may be desirable, therefore, and in some cases necessary, to make adjustments in base acreages as between or among individual farms, taking into consideration additional information now available, in order to more nearly reflect the usual acreages of all soil-depleting crops grown on each farm. Particular attention should be given to the use made of the permitted acreages of soil-depleting crops in 1936 and 1937. The fact that less than the total permitted acreage was

seeded on any farm would ordinarily indicate that the base established is too high and does not truly represent the usual acreage of soil-depleting crops grown on the farm. Consideration should also be given to the question of whether or not bases established in 1937, which are equal to or nearly equal to the total crop-land acreages, are too large to represent the usual acreages of all soil-depleting crops.

Sec. 5. -- Determinations of Usual Acreages of Individual Soil-Depleting Crops and "All Other" Soil-Depleting Crops. Step IV, Part I of WRC-38-1 provides for entering in columns 13, 14 and 15 of the listing sheet average acreages of individual soil-depleting crops for which special acreage allotments may be established. The sum of the acreages entered in these columns for each farm when subtracted from the usual acreage of all soil-depleting crops for the farm will result in a usual acreage of "all other" soil-depleting crops. The usual acreage of "all other" soil-depleting crops will in most cases form the principal basis for the distribution of the county acreage allotment for "all other" soil-depleting crops among individual farms.

In determining the usual acreages of individual soil-depleting crops for which special acreage allotments may be established, the county committee will use its best judgment based upon such information as is available from county office records. The total of all the usual acreages of any one individual crop for the county should have a definite relationship to the county average acreages of such crop used as the basis for determining the county acreage allotment for that crop.

Sec. 6. -- Determination of Restoration Land, the Establishment of Base Acreages, and Productivity Indexes Thereon. In counties located in areas designated as Restoration Land areas for these respective States, county committees, with the assistance of community committees, will determine Restoration Land goals for individual farms in accordance with instructions issued by the Agricultural Adjustment Administration. For each tract of land so designated a soil-depleting base acreage and a productivity index will be established according to the same procedure followed in establishing base acreages and productivity indexes in 1937. If any tract of land designated as Restoration Land is a part of a work-sheet farm, the base acreage assigned to such tract plus the base acreage on the remainder of the farm must equal the total base acreage which was or could have been established for the entire farm in 1937. Also the weighted average of the productivity index assigned to such designated tract and the index assigned to the remainder of the cropland on the farm must not exceed the index established for all of the cropland on the farm.

Detailed instructions relative to the execution of the Restoration Land work sheet, ACP-50, and the Restoration Land listing sheet, ACP-52, are outlined in WRC-38-6.

Sec. 7. -- Determination of 1936 - 1937 Average Acreage of Commercial Vegetables. For the purpose of determining the soil-building goals, and for calculating payments, it is necessary that there be a record of the acreage of commercial vegetables grown in 1936 and 1937 on each farm. For farms which participated in the 1936 and 1937 programs this information may be available from the reports of performance. If not, however, and in the case

of all other farms for which these data are not of record, county committees should make provision for obtaining the commercial vegetable acreages, either through personal contacts of community committeemen with farmers or through the use of questionnaires sent by mail. The acreages obtained should be accurate, inasmuch as the totals for each county will be compared with official county records of commercial vegetable acreages for the years 1936 and 1937. Step XIV, Part I, of WRC-38-1 provides for entering the 1936-1937 average acreage of commercial vegetables in column 37 of the county listing sheet (WR-203). If after the listing sheets have been transmitted to the State office the State committee determines, through analysis, that the total average acreage shown in column 37 is too large, county committees will be required to make downward adjustments in individual farm averages.

Sec. 8. -- Determination of Acreages of Commercial Orchards on Farms on January 1, 1938. For the purposes of determining the soil-building goals and calculating payments, the acreage of commercial orchards on each farm on January 1, 1938, must be determined. For some farms there may be records of these acreages available in county office files. If not, it will be necessary to get the information, either through direct contact with the farmers by community committeemen or through use of questionnaires sent by mail. Step XIV, Part I, of WRC-38-1 provides for entering the acreages of commercial orchards on the farms on January 1, 1938, in column 36 of the county listing sheet.

Sec. 9. -- Determination of Non-crop Open Pasture Acreage. The county committee will determine the method of adjusting the acreage of non-crop pasture land as shown on the work sheets to conform with the 1938 definition. In other words, non-fenced areas which were excluded in the definition in 1937 should be included this year. On the other hand, all woodland acreages which may have been included in 1937 should be excluded in 1938. Acreages of wild-hay land may be included if such hay land is normally pastured a part of the year. Step XIII, Part I of WRC-38-1 provides for entering acreages of non-crop open pasture land in column 32 of the county listing sheet.

Sec. 10. -- Establishing of Grazing Capacity for Non-crop Open Pasture Land. Under general instructions from the State committee, the county committee will determine the methods to be used in establishing the grazing capacity of non-crop open pasture land for individual farms. In counties where the average number of acres of non-crop open pasture land required to carry one animal unit is established for 1938 simply by adjusting the averages established in 1937 to a 12-month basis, county committees may instruct the clerks to compute the individual farm averages in a similar manner.

County and community committees will then adjust the averages where necessary in order that they will equitably reflect the grazing capacity for all individual farms, provided, however, that the weighted average grazing capacity of the non-crop pasture land for the individual farms in the county shall not exceed the average established for the county by the State committee and approved by the Western Division.

PART II. -- ESTABLISHING SOIL DEPLETING ACREAGE ALLOTMENTS AND PER
ACRE RATES OF PAYMENT FOR GENERAL SOIL-DEPLETING CROPS AND
FOR INDIVIDUAL SOIL-DEPLETING CROPS.

Section 1. -- County Soil-depleting Acreage Allotments. A total soil-depleting acreage allotment will be established for each county covering all soil-depleting crops grown within the county. Within such total soil-depleting acreage allotments will be established, where applicable, individual crop acreage allotments for corn, cotton, tobacco, wheat, rice, and potatoes. In Class A counties, a general crop acreage allotment will also be established which will be the total soil-depleting acreage allotment less the sum of the individual crop acreage allotments and the 1938 acreage of sugar beets. Inasmuch as the 1938 acreage of sugar beets is not now available, the term, acreage allotment for "all other" soil-depleting crops, is being used hereafter to represent the difference between the total soil-depleting acreage allotments and the individual crop acreage allotments for any county and for any farm. This term applies to both Class A and Class B farms.

Sec. 2. -- Individual Farm Soil-Depleting Acreage Allotments. County committees will establish for individual farms soil-depleting acreage allotments in accordance with the provisions of the 1938 Agricultural Conservation Program Bulletin, as amended. Detailed instructions relative to the execution of work sheets and listing sheets and for the mechanical procedure in establishing soil-depleting acreage allotments are included in WRC-1938 bulletins 1, 2, 3, 7, 8, and 9. County committees should familiarize themselves with the instructions outlined in these bulletins.

A. Establishing Total Soil-Depleting Acreage Allotments for Individual Farms. The total soil-depleting acreage allotment for any farm shall be established on the basis of good soil management, tillable acreage on the farm, type of soil, topography, degree of erosion, the acreage of all soil-depleting crops customarily grown on the farm, and when the Agricultural Adjustment Administration finds it applicable, the acreage of food and feed crops needed for home consumption on the farm, taking into consideration allotments established for individual soil-depleting crops. The total soil-depleting acreage allotment for any farm shall be comparable with the allotments determined for other farms in the same community which are similar with respect to such factors.

The procedure to be followed in arriving at the total soil-depleting acreage allotments for individual farms will be determined largely by the county committees according to the advice and instructions of the State offices. The approach to the problem will vary as between or among counties, depending upon conditions -- such as available information, variety of types of farming areas within counties, the necessity for establishing acreage allotments for individual crops, etc. In counties wherein individual crop acreage allotments are not applicable, and wherein all conditions with respect to type of soil and topography of the land are fairly uniform, and where county committees feel that the usual acreages of all soil-depleting crops reported on the listing sheets represent the best possible relationships between farms from the standpoints of tillable acreage, crop rotation practices etc., the farm acreage allotments may be determined by applying a uniform percentage factor to all such usual acreages. In other counties wherein there is considerable variability between farming areas it may be desirable to first break down the total county allotment

into allotments for communities or type of farming areas, and then distribute such allotments among the farms in each such area by using uniform percentage factors.

In counties wherein individual crop acreage allotments are applicable, the logical procedure will be to establish farm acreage allotments for "all other" soil-depleting crops, which allotment for any farm when added to the sum of the individual crop allotments for the farm will equal the total soil-depleting acreage allotment. In such counties the acreage allotments for "all other" soil-depleting crops may be determined according to the same procedure outlined in the paragraph above by using the usual acreages of "all other" soil-depleting crops as bases for distribution of the county allotment for all other soil-depleting crops.

In Class A counties the general crop allotments will be calculated by subtracting from the total soil-depleting acreage allotments, or the acreage allotments for "all other" soil-depleting crops, as the case may be, the actual 1938 acreages of sugar beets.

B. Establishing Individual Crop Acreage Allotments for Individual Farms.

County committees will establish individual crop acreage allotments where applicable for individual farms in accordance with the provisions of the 1938 Agricultural Conservation Program Bulletin, as amended. The instructions for carrying out the provisions of this bulletin with respect to the mechanical procedure involved are included in the 1938 WRC bulletins, numbers 2, 3, 7, 8, and 9.

Sec. 3. -- Establishing Normal Yields and Productivity Indexes. Normal yields for individual soil-depleting crops for which special acreage allotments may be established and productivity indexes or per acre rates for general soil-depleting crops in Class A counties, will be established by county committees in accordance with the provisions of the 1938 Agricultural Conservation Program Bulletin, as amended.

A. Establishing Normal Yields for Potatoes, Wheat, Corn, Cotton, Rice and Tobacco. The methods of procedure for carrying out the provisions of the 1938 ACP bulletin with respect to normal yields for these individual crops are outlined in the 1938 WRC bulletin 2, 3, 7, 8, and 9 respectively.

B. Establishing Per Acre Rates of Payment with Respect to General Soil-Depleting Crops in Class A Farms. Per acre rates of payment with respect to the farm allotments for general soil-depleting crops may be determined by the use of either of two methods whichever the county committee deems preferable.

(a) The method which will be most widely used will be to first establish a productivity index for each farm and derive the farm per acre rate by multiplying the county per acre rate by such index. In many counties the indexes which were established in connection with the 1937 Agricultural Conservation Program will satisfactorily reflect the productivity of the general crop acreage on most farms. Some adjustment as between farms may be necessary due to changes in the provisions of the program from 1937 to 1938 especially in those counties where corn and/or potatoes are treated as special crops in 1938. Before calculating farm per acre rates, such adjustments as may be

necessary must be made in the farm productivity indexes to insure that the weighted average of all indexes does not exceed 100% for the county. The weighting factor to be used in calculating the weighted average of all indexes will be the acreage allotments for "all other" soil-depleting crops, provided, that in counties where the cropland acreages reflect practically the same relationship between farms as do the acreage allotments for "all other" soil-depleting crops, crop land may be used as a weighting factor.

(b) In some counties, particularly those where the 1937 indexes do not as a general rule reflect the productivity of the land devoted to general soil-depleting crops, county committees may establish farm per acre rates directly without the use of productivity indexes. The use of this method will eliminate the calculations involved in multiplying the productivity indexes by the county per acre rate in calculating farm per acre rates. It will however, be necessary to calculate a weighted county average of the per acre rates established which weighted average must not exceed the county rate. The same instructions with regard to the method of weighting as those for weighting productivity indexes will apply.

PART III. -- COMPUTATION TABLES AND FARMERS NOTIFICATION.

Section 1. -- Computation Tables. The form WR-205 which has been distributed among the counties is no longer applicable and should be used only as a matter of office record. A revised form will be issued at a later date which will be used in connection with the 1938 applications for payment and complete instructions for its use will be included in a subsequent WRC-38 bulletin.

Sec. 2. -- Farmers Notification (WR-204). Bulletin WRC-38-1 provides for filling out this form. Its purpose is to notify operators and landlords of all work-sheet farms as to the soil-depleting acreage allotments and soil-building goals established for their farms. At the earliest possible date a copy of WR-204 should be given to each person who could through compliance with the provisions of the 1938 program be eligible for payment. In no event shall the approximate payment which may be earned be reported on WR-204.

PART IV. -- INSTRUCTIONS WITH RESPECT TO THE FILING OF REQUESTS FOR APPROVAL OF RANGE-BUILDING PRACTICES, ELIGIBILITY OF THE RANCHING UNIT, DETERMINATION OF GRAZING CAPACITY, AND APPROVAL OF RANGE-BUILDING PRACTICES.

Section 1. -- Request for Approval of Range-Building Practices. Ranch operators should be publicly notified that to be eligible for participation in the 1938 Range Conservation Program a completed Form WR-215 shall be filed, on or before June 1, 1938, with the county committee of the county within which the principal dwelling, or if there is no dwelling thereon, the county where the major portion of the ranching unit is located.

The completed Form WR-215 will show (1) the practices which it is desired to perform, (2) whether the operator participated in the 1937 Range Conservation Program, (3) the legal description of the range lands which have been added to or deducted from the ranching unit if the operator participated in the 1937 Range Conservation Program, (4) the legal description of all range

lands in the ranching unit if the operator did not participate in the 1937 Range Conservation Program, and (5) a map outlining the location and extent of his range land.

Section 2. -- Action by county committee.

A. Determination of Eligibility of the Ranching Unit. The county committee will direct the county range examiner or other qualified member of the county office to check the status and control of the range lands in the ranching unit and determine if the ranching unit is eligible for participation in the 1938 Range Conservation Program.

The county committee shall not approve any form in connection with the 1938 Range Conservation Program until it has made a thorough check of the ownership and control of the lands listed by a ranch operator.

The county committee will be responsible for determining that the range lands are legally owned or controlled by the operator during the 1938 season of grazing use and that the lands listed do not include any lands owned or administered by the Grazing Division of the Department of Interior, the Forest Service of the Department of Agriculture, or any other land in which the beneficial ownership is in the United States. Since the amount of the range-building allowance is partially determined by the acres of range land approved for the operator, it is important that the acreage of the range lands be exactly determined. The county committee shall also determine that such lands produce forage that is grazed by range livestock in 1938 and are not cultivated or under general irrigation.

B. Calculation of the Grazing Capacity. To obtain the material needed in order to determine grazing capacities the following will be applicable:

(a) Where a field examination of range land is not required in 1938, the county committee will direct a member of the county office to calculate and record on Forms WR-216(a) and WR-216(b) the grazing capacity of the ranching unit in accordance with Procedures 1 and 3 of Subsection C of Part IX of WRC-38-5.

(b) Where a field examination of range land is required in 1938, the county committee will direct the county range examiner to make the examination and report his results on Form WR-216(b). The examination procedure to be followed in all such cases will be that specified in Part X of WRC-38-5, Instructions to County Range Examiners for Making Field Range Surveys.

(c) Where the ranching unit contains some land to be examined in 1938 and some land which was examined in 1936 or 1937, the county committee will direct that the grazing capacity be calculated or determined according to Procedure 2 of Subsection C of Part IX of WRC-38-5.

C. Determination of Grazing Capacity and Practices to be Performed on a Ranching Unit. A Form WR-216(b), supported by the required supplemental forms will be prepared for each ranching unit. From the information contained on this form and on the required supporting forms and from other information that may be available, the county committee will determine the grazing capacity

for the ranching unit and indicate which of the range-building practices applicable within the State and requested by the ranch operator it approves for performance on the ranching unit.

(a) Determination of Grazing Capacities. Except as provided below, if the county committee determines that the grazing capacity figure reported on Form WR-216(b) should be adjusted, it may make such adjustments in the figures as are required, provided that the average of the individual grazing capacities established for all ranching units within the county does not exceed the county average grazing capacity established for the county. Such adjustments shall be based not only upon the data included on the Western Range Survey maps or other forms but also upon information with respect to the condition of the range and the management practices on the ranching unit involved. In all cases where adjustments are made the county committee shall prepare and attach to the WR-216(b) a written statement of the facts on which such adjustments are based, which statement shall cover for the ranching unit the condition and vigor of the vegetation, the occurrence of sheet and gully erosion, evidence of soil depletion, and evidence of encroachment and increase of worthless vegetation.

The county committee shall not, however, make adjustments in any grazing capacity figure determined as a result of a field examination in 1938. If the county committee is not satisfied with the results of the 1938 examination, it will request the State office to direct the State Range Examiner or a county range examiner designated by him to review the findings of the county committee or to make an independent examination of the ranching unit.

Changes by the county committee shall be made only on Forms WR-216(b) and shall not be made on original source records, such as WR-16, WR-116, or Western Range Survey maps and tabulations.

(b) Approval of range-building practices. In all cases the county committee will indicate to the operator, prior to institution, the practices that may be performed for payment on a ranching unit. In cases where the completion of Form WR-216 will be delayed beyond the time usual for the initiation of a range-building practice, the county committee may give its tentative approval with respect to the initiation of range-building practices in the same manner as was prescribed for tentative approval in connection with the 1937 Range Conservation Program.

The county committee's approval with respect to such range-building practices shall be confined to those practices which it determines will effectuate a sound range conservation program and which will check depletion of and tend to rebuild the vegetative cover of the range, prevent erosion and control stream flow. Before approving practices applied for by the operator in 1938, the county committee will indicate on previously prepared maps, by drawing a red circle around the symbol for the practice and inserting the year in which the practice was completed, the location of all practices which have been completed by the operator under previous range conservation programs and will make careful check to determine that there be no duplication of previously performed practices involving construction. Such practices as deferred grazing could properly be repeated in 1938.

(c) Preparation of Form WR-216. On Form WR-216 for the ranching unit the county committee will record (1) its determination of the acreage of range land, (2) the grazing capacity, (3) the range-building practices approved, and (4) the exact acreage of mountain meadow land if the land is located in a county designated in Section II B of Part II of WR-1938-1 for the State. Mountain meadow land shall be that land from which hay is normally harvested for feeding on the ranching unit to the range livestock owned by the operator. The classification of mountain meadow land for 1938 shall be made on the basis of the use to which the forage has been devoted during the past several years and shall not be classified on the basis of the use to be made of the meadow land in 1938.

In Table 1 of the form, enter the name of the range-building practice using the exact terminology found in Section I of Part II of WR-1938-1. The location on the ranch where the practice is to be performed may be obtained from the maps for the ranching unit and should be expressed in general terms as NW 1/4, Sec. 21. The maximum and minimum performance which the committee approves for payment will be indicated in a manner similar to that followed in 1937.

In Table 2, estimate the amount of the range-building allowance using the figures for grazing capacity and the acreages as contained on the first line of Section I of the form.

Form WR-216 will be prepared in triplicate. One copy will be retained in the files of the county committee, the original copy will be sent to the State office and the third copy will be forwarded to the ranch operator. The operator's copy will serve as the committee's formal notification of approval for the performance of the specified range-building practices. All Forms WR-216 will be supported by a Form WR-216(b) and such additional forms as are required by the applicable procedure. Each Form WR-216 covering lands with respect to which a range examination is made in 1938 will have attached to it Forms WR-216(b), WR-216(c) and map, and the complete file for the Form WR-216 will be forwarded to the State office immediately upon its completion. To meet the legal requirements, the date entered in Section II should be the date on which the Form WR-216 is mailed to the operator.

D. County Grazing Capacity Limits. County limits of grazing capacity will be established by the Agricultural Adjustment Administration for each county within which there is participation in the 1938 Range Conservation Program and the average of the individual grazing capacities established for all ranching units within the county shall not exceed the county average grazing capacity established by the Agricultural Adjustment Administration for such county.